

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: OPV0047868  
POSITION NO: 240278  
CLASS CODE: 0302

Date Posted: 06/03/13  
Closing Date: OUF

POSITION TITLE: Executive Director  
DEPARTMENT NAME: Navajo Gaming Regulatory Office  
DEPARTMENT NO: 4 WORKSITE LOCATION: Window Rock, AZ  
WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: \_\_\_\_\_  
Days: Varies Permanent: ☐ SALARY: \_\_\_\_\_  
Hours: Varies Temporary: ☐ Duration: Contract \$ Negotiable Per Annum  
Part-Time: ☐ No. of Hrs/Wk: \_\_\_\_\_ \$ Negotiable Per Hour

**DUTIES AND RESPONSIBILITIES:**

Pursuant to a four (4) year negotiated contract, shall be responsible for managing and directing the Navajo Nation Gaming Regulatory Office consistent with the Navajo Gaming Ordinance, the Indian Gaming Regulatory Act and the Arizona and New Mexico State Gaming Compacts. The selected individual shall be appointed by the Navajo Nation President, subject to confirmation of the Navajo Nation Council. Shall manage and direct the regulation of gaming activities within the Navajo Nation; reviews the terms and conditions of all contracts between the Navajo Nation or a Tribal Gaming Enterprise and any person or entity to ensure compliance with all applicable laws and regulations and makes recommendations thereon for approval; ensures that required audits are performed by an independent Certified Public Accountant.

Develops and implements standards and protocols for inspection and investigations; oversees and ensures inspections are completed and that appropriate sanctions are imposed and/or corrective action is taken; ensures that background investigations are performed on all applicants for gaming licenses and applicants for management and key employees; approves or denies applications for licensure; limits, conditions, restricts, revokes or suspends any license issued; approves the rules of each game of chance operated by the Nation pursuant to the Navajo Gaming Regulatory Ordinance; issues notice of violations or imposes a civil penalty upon, any person or entity for violations. Establishes policy and partnership with key federal and state agencies; regularly communicates overall office accomplishments and issues to the highest levels of leadership in the Navajo Nation government; serves on committees and task forces and performs special assignments as required.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

A Master's degree in Public Administration, Business Administration or a related field; and four (4) years of experience in gaming management and/ or regulation, **OR** a Bachelor's degree in Public Administration; Business Administration or a related field; and six (6) years of experience in gaming management and/or regulation.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of modern principles and practices of gaming regulations, operations, strategic planning, supervision and personnel management procedures and practices. Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of operations relative to program responsibilities. Knowledge of budget and reporting systems, financial controls and funding sources, program analysis and performance measures.

**License/Certification Requirements:**

Must pass fingerprint clearance and a criminal background check prior to employment. Must not have been convicted of a felony within the past ten (10) years; must not have been convicted of a misdemeanor involving theft, embezzlement or a crime involving moral turpitude, whose prior activities, reputation, habits and associations shall not pose a threat to the public interest or to the effective regulation of gaming, or create, or enhance the dangers of unsuitable, unfair, or illegal practices and methods and activities in the conduct of gaming. Must possess a gaming license/certification from the State of Arizona and/or New Mexico and the Navajo Gaming Regulatory Office and a valid state driver's license.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**